

Kentucky Special Education

**SS1309-1, SS1309-2
SS1309-3, SS1309-4**

Panelists

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Agenda

- Orientation to Campus Special Education
 - Highlights
 - System process overview
 - Campus Special Education User Tour
 - User setup
 - System Administration Setup
- Special Education Process Overview
 - Role of regular education
 - Early intervention
 - Determination
 - IEP
 - Tri-Annual evaluations



Highlights

- Customize your IEPs
- Easily upload documents for students
- Documents can be active or archived
- Census information flows in seamlessly
- Classroom teachers may read IEPs
 - With access rights
- Parents may view documents in portal



Campus Special Education User Tour

- Caseload list
- Student tabs
 - Summary
 - Team members
 - Documents
 - Forms
 - Contact log

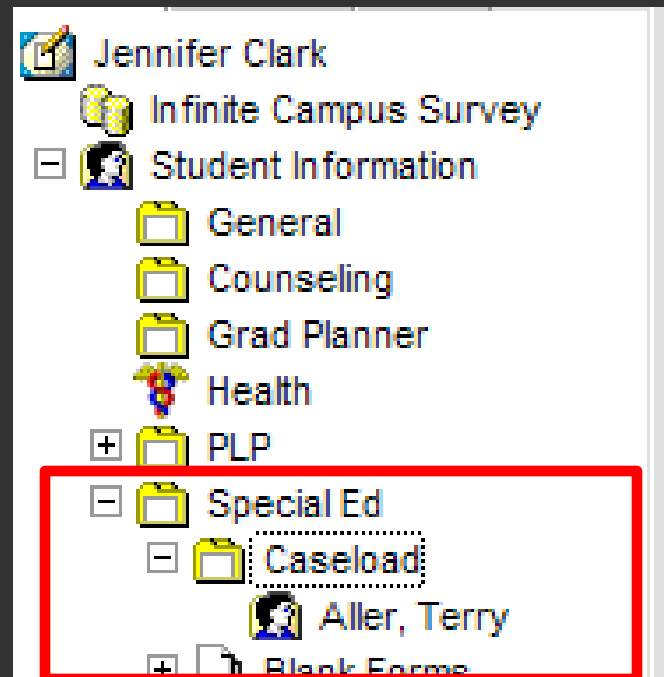


Caseload List

Student Information>Special Ed>Caseload

Student names appear when staff member is

- On student's team as a service provider ((icon = head)
- On student's team as a Case Manager (icon = head + folder)



Special Education Summary Tab


Student Information>Special Ed>Caseload>[Student Name]>Summary tab

Summary tab provides
information about
parents/guardians

Helpful during referral and other
parent contact steps

Aller, Terry
Grade:04 #30824 DOB:09/07/1997 Gender:M

Summary | Team Members | Documents | Contact Log

 Print

Person Information

PersonID	30824		
Name	Aller, Terry	Nickname	
Gender	M	Race Ethnicity	White
Birth Date (Age: 10)	09/07/1997	No Image Available	
Student Number	30824		
Person GUID	FCB49CD6-F646-44CF-BD59-14DB642F896E		
Comments			

Mailing Addresses

Primary Address	1231 KNOLLWOOD ROAD , CEDAR RAPIDS KY 52404	Map
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Koss **Primary

Household Phone	(555)848-3339			
Address	1231 KNOLLWOOD ROAD , CEDAR RAPIDS KY 52404 Map			
Name	Relationship	Enrollment (grade)	Phone(s)	Email
Aller, Terry	Self	07-08 BCES (05)		
Koss, Sharon	Mother/Son(guardian)		Wk:(555)192 C: (555)041-1738	dvvdspkrss@hrpavdh.era

District Defined Elements

Census Status	Messenger Status
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Team Members Tab

Student Information>Special Ed>Caseload>[Student Name]>
Team Members tab

- Manage team members and role
- Access is controlled in User Security

Aller, Terry
Grade:04 #30824 DOB:09/07/1997 Gender:M

Summary **Team Members** Documents Contact Log

Find & Link New Team Member Enter New Team Member Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role
01/11/2008		Teacher - Special Education (SPEDSTAFF)	Clark, Jennifer	Case Manager

Find New Team Member

Census

Classroom Teachers

Special Ed Staff

Advisor Staff

Role

Add Team Member

Documents Tab

Student Information>Special Ed>Caseload>[Student Name]>
Documents tab

Provides central
location for forms kept
on a student receiving
special education
services

The screenshot shows the 'Documents' tab for a student named Terry Aller. The interface includes a header with the student's name, grade (04), ID (#30824), date of birth (09/07/1997), and gender (M). Below the header are tabs for 'Summary', 'Team Members', 'Documents' (which is active), and 'Contact Log'. A toolbar with icons for 'Open', 'Copy', 'Delete', 'Print', 'Archive', and 'Show Archive' is located above the main content area. The main content area is titled 'Currently Viewing Active Documents' and contains a table with four rows: 'Plan', 'Evaluations', 'Forms', and 'Progress Reports'. Each row has icons for document status and a date field. A dropdown menu is open on the right side of the 'Documents' tab, showing a list of forms to create, including 'Create New Form', 'KY-IEP <14', 'KY-IEP 14', 'KY-IEP 16+', 'Progress Report', 'Special Ed Summary Report', 'Upload Document', 'Autism', 'Deaf Blind', 'Developmental Delay', 'Emotional Behavioral Disability', 'Evaluation Plan Form', 'Functional Mental Disability', 'Hearing Impaired', 'Mild Mental Disability', 'Multiple Disabilities', 'Orthopedically Impaired', 'Other Health Impaired', 'Specific Learning Disability', and 'Speech Language'.

Aller, Terry
Grade:04 #30824 DOB:09/07/1997 Gender:M

Summary Team Members Documents Contact Log

Open Copy Delete Print Archive Show Archive

Create New Form

Currently Viewing Active Documents

Document Type	Date
Plan	Start Date
Evaluations	Eval Date
Forms	Created
Progress Reports	Created

Create New Form
KY-IEP <14
KY-IEP 14
KY-IEP 16+
Progress Report
Special Ed Summary Report
Upload Document
Autism
Deaf Blind
Developmental Delay
Emotional Behavioral Disability
Evaluation Plan Form
Functional Mental Disability
Hearing Impaired
Mild Mental Disability
Multiple Disabilities
Orthopedically Impaired
Other Health Impaired
Specific Learning Disability
Speech Language

Form Sample

Student Information>Special Ed>Caseload>[Student Name]>
Documents tab

Standard and custom
forms related to all Special
Education steps can be
accessed by users with
appropriate rights

Aller, Terry
Grade:04 #30824 DOB:09/07/1997 Gender:M

Summary Team Members Documents Contact Log

Save Save & Continue Print Print Editor

Plan Outline kyleP

- Education Plan
- Student Demographics
- Enrollment Status
- PLAAFP
- Special Factors
- Goals and Objectives
- Specially Designed PE
- Supp. Aids and Services
- Assessment Participation
- Supports and Modifications
- Least Restrictive Environment
- Special Ed Services
- Related Services
- Extended School Year

Education Plan

Plan Completed ☐

*Meeting Date *Start Date *End Date Eligibility Date

Type

Contact Log Tab

Student Information>Special Ed>Caseload>[Student Name]>
Contact Log tab

Record contacts made while
providing services

Aller, Terry
Grade:04 #30824 DOB:09/07/1997 Gender:M

Summary **Team Members** **Documents** **Contact Log**

Save X Delete New Print

ContactLog Editor	
Date	Staff Name

ContactLog Detail

Date	By
01/11/2008	
Contact Type	Contacted
<div>Telephone U.S. Mail email In Person</div>	

System Process Overview

- Set up users
- Set up Campus Special Education
- Student-level SPED work
- Team creation/maintenance
- Evaluations
- Individual Education Programs
- Communication and follow-up documentation



User Setup

- In Census:
 - Special Education staff are added
 - District assignment is checked Special Ed
 - Service providers are added
 - Can be selected on multiple students' cases with a single data entry



Add Special Ed Staff – Census

Census>People>District Assignment tab

Department and title names can be defined by district to group and identify staff

Staff designated as Special Ed are available to choose as “Special Ed Staff” when selecting a student’s team members

Archer, Alysarose
DOB: 11/17/1981 Gender: F

Demographics | Identities | Households | Relationships | Enrollments | District Employment | **District Assignments**

Save X Delete New Assignment

Employment Assignments

Name
Big Creek Elementary School Teacher (06/05/2006-)

Employment Assignment Information

*School: Big Creek Elementary School

Start Date: 06/05/2006 End Date: []

Type: [] FTE of Assignment: []

Alternate Type: []

Reading First: []

PD Class: []

PD Class Offered By: []

PD Class Applied Hours: []

Department: [] Title: Teacher Assignment Code: []

Highly Qualified: [] PD Year: [] PD Class Type: [] PD Class Credit: []

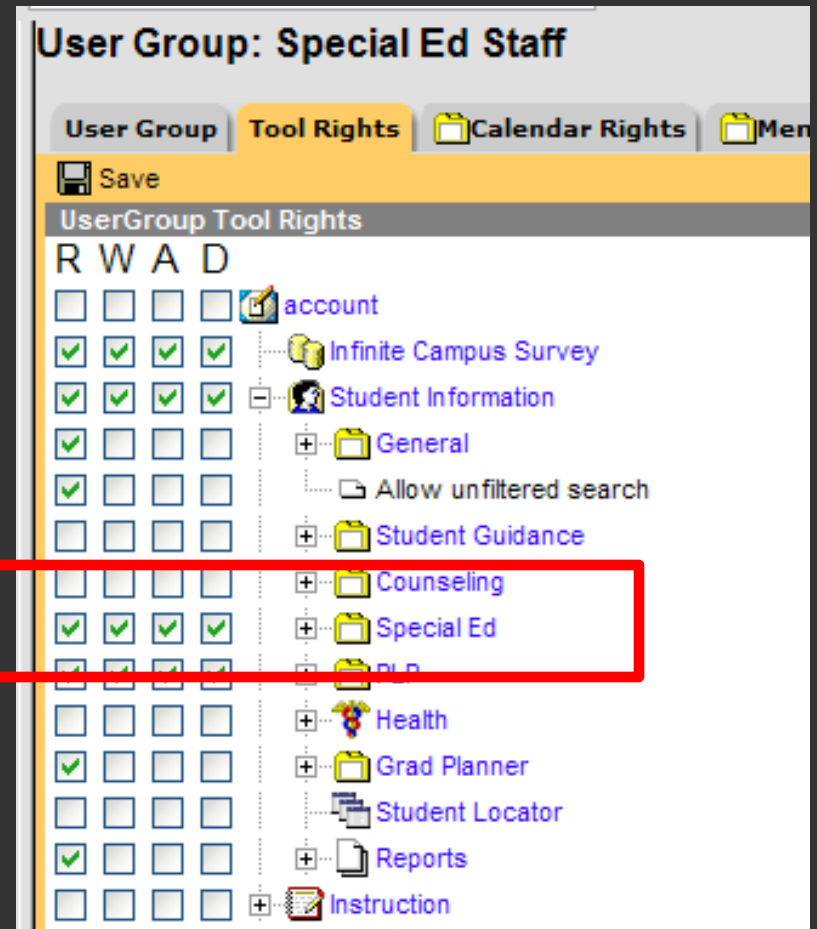
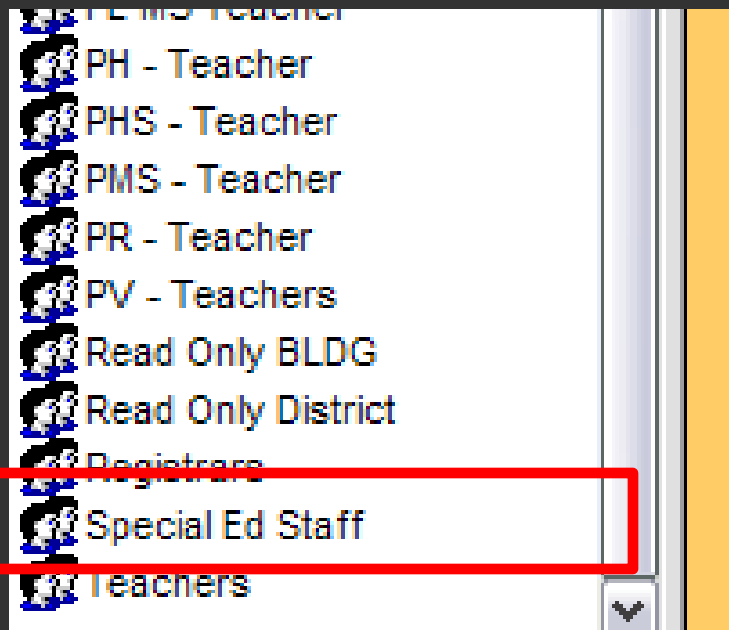
Teacher: ☒ Special Ed: ☒ Program: ☐ Behavior: ☐ Health: ☐
Advisor: ☐ Supervisor: ☐ Counselor: ☐ Foodservice: ☐ Exclude Behavior Referral: ☐

Supervisors: Skala, Carol - Principal

Add Special Ed Staff – Tool Rights

System Administration>User Security>User Groups>Tool Rights tab

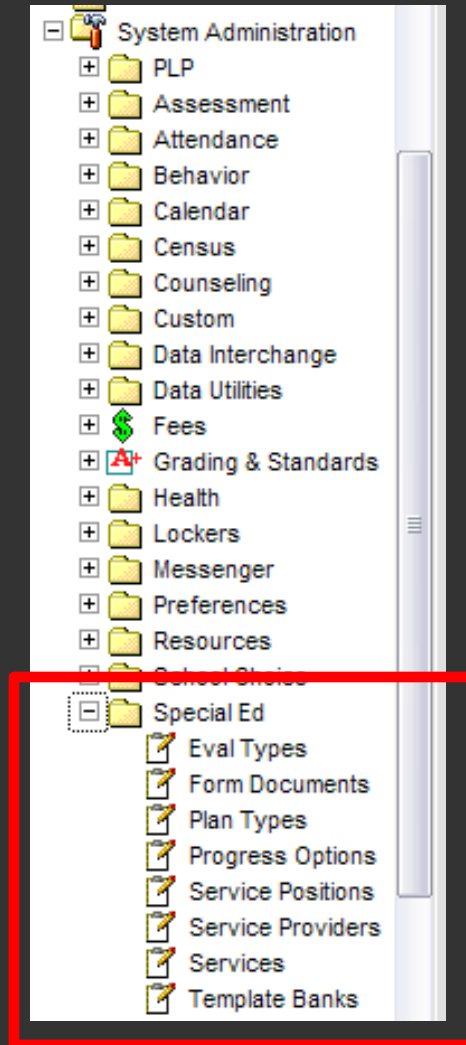
User and group rights are defined to allow access to Special Education tabs and functions



System Administration – Setup

System Administration>Special Ed

- Special Education Plan Types (IEP, ILP, IIIP, etc.) and Evaluation Types are created if statewide plans are not available in documents drop list
- Template banks can be created for plan type and evaluation type fields
- Form Documents can be uploaded
 - FDF format
- Service providers and Services are managed
- Service Positions are entered



System Administration – Plan Types

System Administration>Special Ed>Plan Types

Types and components are selected to be available to staff

Note:

In KY, plans are predefined

Plan Types

Save New Delete

PlanType/PlanTypeEditor List

Abbreviation	Name
IEP	Individual Educational Plan

PlanType Detail

*Abbreviation *Name

IEP Individual Educational Plan

Print Format

KY IEP Format

☐ Active (this checkbox will mark Plan available for display on the Documents tab droplist)

Comments

PlanTypeEditor Detail

Seq	Active	Name	Comments
	<input type="checkbox"/>	Education Plan	KY IEP: Education Plan editor. Edit basic attributes of all education plans. This element should be the first item of any IEP
	<input type="checkbox"/>	Enrollment Status	KY IEP: Editor for Fetch Enrollment special ed status data for display on the IEP.
	<input type="checkbox"/>	Enrollment Status	KY IEP: Editor for Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan
	<input type="checkbox"/>	Enrollment Status	KY IEP: Editor for Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan. This Enrollment Status editor will also push special ed status values back to enrollment when plan has been saved and locked
	<input type="checkbox"/>	Student Demographics	KY IEP: Editor for Student Demographics
	<input type="checkbox"/>	Parent/Guardian Demographics	KY IEP: Editor for Parent/Guardian Demographics
	<input type="checkbox"/>	Team Meeting	KY IEP: Editor for IEP Team Meeting (attendance of Team Members)

System Administration – Evaluation Types

System Administration>Special Ed>Eval Types

Types and components are selected to be available to staff

Note:

In KY, plans are predefined

Eval Types

Save New Delete

evalType/EvalTypeEditor List	
Abbreviation	Name
KYNE	Kentucky Notice Evaluation

evalType Detail

*Abbreviation: KYNE *Name: Kentucky Notice Evaluation Print Format: KY Notice Eval

☐ Active (this checkbox will mark Plan available for display on the Documents tab droplist)

Comments

EvalTypeEditor Detail

Seq	Active	Name	Comments
	<input type="checkbox"/>	Notice Evaluation Header	KY Notice Eval: Edit basic attributes of all Notice of Evaluation/Reevaluation plans. This element should be the first item of any Notice of Evaluation/Reevaluation
	<input type="checkbox"/>	Evaluation Planning	KY Notice Eval: Editor for Evaluation Planning
	<input type="checkbox"/>	** Intellectual	KY Notice Eval: Editor for review of existing data, current assessment results (Intellectual Information)
	<input type="checkbox"/>	** Academic	KY Notice Eval: Editor for review of existing data, current assessment results (Academic Information)
	<input type="checkbox"/>	** Communication	KY Notice Eval: Editor for review of existing data, current assessment results (Communication Information)
	<input type="checkbox"/>	** Motor	KY Notice Eval: Editor for review of existing data, current assessment results (Motor Information)
	<input type="checkbox"/>	** Functional Skills	KY Notice Eval: Editor for review of existing data, current assessment results (Functional Information)
	<input type="checkbox"/>	** Physical Status	KY Notice Eval: Editor for review of existing data, current assessment results (Physical Status Information)

System Administration – Add Services

System Administration>Special Ed>Services

- Enter details on Services such as type, state codes, etc.
- Check Active box to make service available in drop list

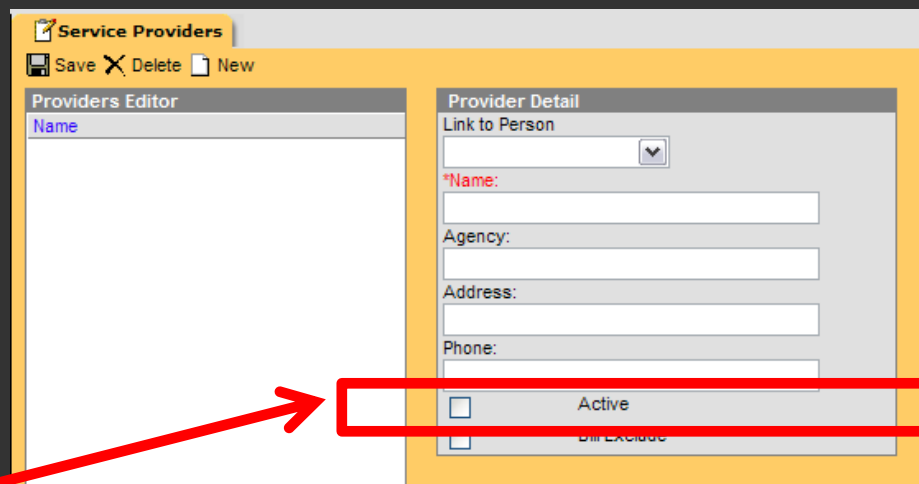
The screenshot shows a web application window titled 'Services'. It has a menu bar with 'Save', 'Delete', and 'New'. The main area is divided into two panels: 'PlanService Editor' on the left and 'PlanService Detail' on the right. The 'PlanService Editor' panel has a 'Name' label and a large empty text area. The 'PlanService Detail' panel contains several form fields: '*Name:' (text input), 'Type:' (dropdown), 'State Code' (dropdown), 'Funding Code:' (text input), 'HCPC Code:' (text input), 'Unit:' (dropdown), 'Billing Rate:' (text input with '0.0' entered), and 'Description:' (text area). At the bottom of the 'PlanService Detail' panel, there is a table with checkboxes and labels: 'Active', 'Billable', 'CADI', and 'TBI'. A red arrow points from the 'Check Active box' instruction in the list to the 'Active' checkbox in the table.

Active	Billable	CADI	TBI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

System Administration – Add Service Providers

System Administration>Special Ed>Service Providers

- Select staff person name from drop list
- Names on drop list appear when Special Ed checked on District Assignment tab
- Check Active box to make name available on service provider drop list

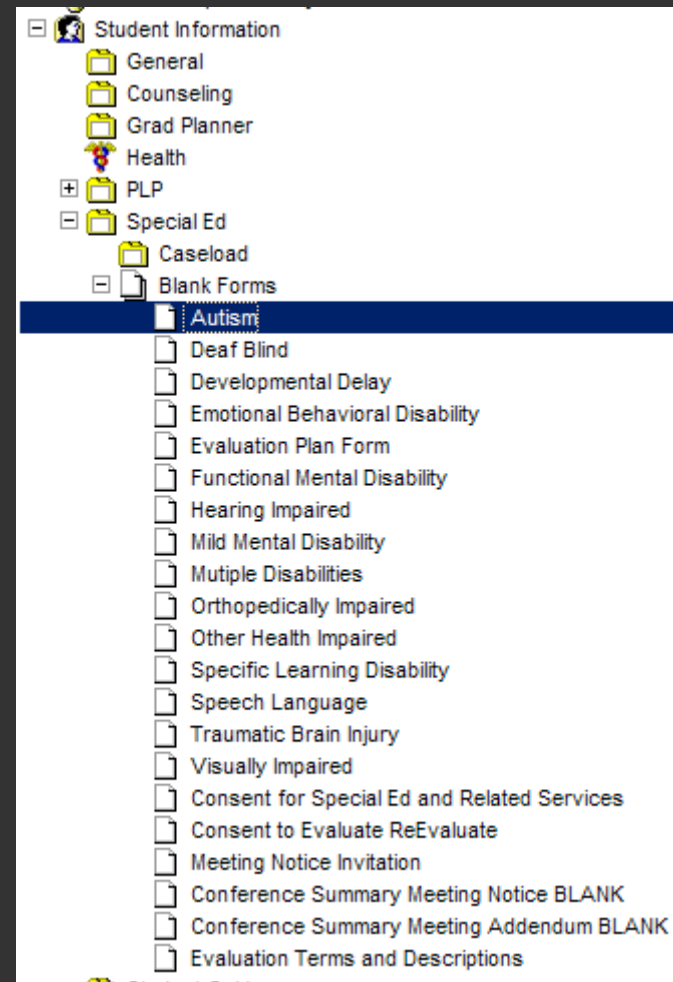


The screenshot shows a web application window titled "Service Providers". It has a toolbar with "Save", "Delete", and "New" buttons. The main area is divided into two panels. The left panel, "Providers Editor", has a "Name" header and a large empty list area. The right panel, "Provider Detail", contains a "Link to Person" dropdown, a required "Name" field, and "Agency", "Address", and "Phone" fields. At the bottom of the right panel are two checkboxes: "Active" and "Exclude". A red arrow points from the "Active" checkbox to the third bullet point in the list on the left. A red rectangle highlights the "Active" and "Exclude" checkboxes.

Forms

Student Information>Special Ed>Blank Forms

- Select standard forms from list provided
- Provide quick access to print hard copy
- Forms may be created and added as necessary
 - System Administration > Special Ed > Form Documents



System Administration – Adding Form Documents

System Administration>Special Ed>Form Documents

- New forms can be added
- FDF format only

The screenshot shows a software window titled 'Form Documents'. At the top, there is a toolbar with icons for 'New FormDocument', 'Save', and 'Delete'. Below the toolbar is a table listing existing form documents. The table has three columns: 'Name', 'Sequence', and 'Interactive'. The 'Autism' form is selected, highlighted in blue. Below the table, there is a section titled 'Form Document' which contains fields for 'Interactive' (unchecked), 'Blank FDF' (checked), 'Name' (Autism), 'Sequence' (1), 'Document Name' (empty), and 'Active' (checked). A 'Browse...' button is next to the 'Document Name' field.

Name	Sequence	Interactive
Autism	1	false
Autism	1	true
Deaf Blind	2	false
Deaf Blind	2	true
Developmental Delay	3	false
Developmental Delay	3	true
Emotional Behavioral Disability	4	false
Emotional Behavioral Disability	4	true
Evaluation Plan Form	5	false
Evaluation Plan Form	5	true
Functional Mental Disability	6	false

Form Document

Interactive ☐

Blank FDF ☒

Name

Sequence

Document Name

Active ☒

System Administration – Template Banks

System Administration>Special Ed>Templates

Template Banks
store custom
responses
for specific fields
on forms

- Plans
- Evaluations

The screenshot displays the 'Template Banks' application window. On the left, a tree view under 'Template Bank' lists various categories: 'Post School Outcomes', 'Community Participation:', 'Employment: Competitive', 'Employment: Military', 'Employment: Supported', 'Living Arrangements: Gro', 'Living Arrangements: Ind', 'Living Arrangements: Par', 'Post-Secondary: Commur', 'Post-Secondary: Technica', and 'Post-Secondary: Universit'. Each category is accompanied by a small icon. On the right, the 'Bank Field Editor Test' window is open, showing configuration for a specific field. It includes a 'Bank Category' dropdown set to 'Post School Outcomes', a '*Template Type' dropdown set to 'Campus Default IEP District-Wide Assessment', and a '*Name' field containing 'Community Participation: Supported'. An 'Active' checkbox is checked. Below these fields, a 'Template' section shows the text 'Community Participation: Supported'.



Icon on Plan and Evaluation forms indicates Template Bank responses available

Special Education Process Overview

- Student is referred
- Team is created for student
 - Special Ed staff, classroom teachers, parents, other providers
- Special Education staff performs evaluation and makes determination
- IEP is created
- Progress Report completed on the goals and objectives from the IEP
- Annual IEP is completed
- Re-evaluation is completed every three years



Questions & Answers

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- Online
- In person
 - In your district
 - At Infinite Campus

